

MEMORANDUM FOR RECORD

SUBJECT: Local protocol for families with children processing into and out of the Kaiserslautern Military Community

1. PURPOSE: This protocol establishes essential components of interaction between the Schools Liaison Officer (SLO) and the In/Out Processing Center.

2. SCOPE of RESPONSIBILITIES:

a. Schools Liaison Officer:

(1) SLO provides in-processing briefs covering matters related to the Kaiserslautern Military Community schools. The In-Processing Training Center (ITC) administration will coordinate group presentation times/dates.

(2) SLO provides "Parental Choice in Education" Form to all attendees and also to ITC administration.

(3) SLO provides "Parental Choice in Education" Form to Civilian Personnel Advisory Centers.

(4) SLO will maintain completed forms in locked drawer.

(5) Ask Commander during Command and Staff meetings to brief Parental Choice in Education Form on a quarterly basis.

b. Central Enrollment Office:

All families will out-process through Central Enrollment and Registration Office. At this time, families will be asked if any information is needed on the gaining installation or schools.

3. POC for this action is Lynn S. Rice at DSN 489-6490.



LINDA MOCK

Acting Chief, Child and Youth  
Services Division